

## **SUPPLEMENTAL JOB DESCRIPTION**

**Classification:** PUBLIC HEALTH NURSE  
COORDINATOR

**Function Code:** 7186-040

**Position Title:** HEALTH CARE SPECIALIST

**Date Established:** 8/15/98

**Position Number:** 16586

**Date of Last Amendment:** 10/17/03

**SCOPE OF WORK:** Oversees, coordinates and arranges necessary medical care for children in out-of-home placement.

### **ACCOUNTABILITIES:**

- Provides assistance in the intake of health, family and placement information for referral to the health care provider.
- Assists the DCYF CPSW/JPPO in identifying necessary health information and immediate health care needs.
- Ensures that appropriate treatment authorization and consents for release of information are in place and available to the health care provider.
- Assists with coordination of health care appointments.
- Facilitates communication between the health care provider and DCYF staff.
- Coordinates and schedules a health care planning meeting.
- Assists in the development of the health care plan.
- Assures follow-up on all health care recommendations.
- Attends hospital discharge planning, conferences, home visits to foster or biological families to assess health teaching needs, communicates as needed with health professionals.
- Educates DCYF staff, foster and birth families about health care needs, including primary prevention.
- Advocates for the health needs of children in placement among health and community service providers.
- Identifies community health care providers and support services.

**MINIMUM QUALIFICATIONS:**

See class specification for Public Health Nurse Coordinator.

**PREFERRED MINIMUM QUALIFICATIONS:** Experience in pediatrics, community health, or in child development.

**License/Certification:** Current license as a registered nurse issued by the New Hampshire Board of Nursing Education and Nurse Registration.

**SPECIAL QUALIFICATIONS:** Valid driver's license and/or access to transportation for use in statewide travel.

**DISCLAIMER STATEMENT:** The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

**SIGNATURES:**

I have reviewed this job description for content.

Reviewer's Name, Title & Position # JoAnn Gleason, Supervisor V, #19614

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Reviewer's Signature

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Date Reviewed

I have reviewed the content of the above job description with my supervisor.

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Employee's Signature

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Date Reviewed

I have discussed the work responsibilities outlined by the job description with the above employee.

Supervisor's Name, Title, Position # JoAnn Gleason, Supervisor V, #19614

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Supervisor's Signature

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Date Reviewed

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Division of Personnel

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Date Approved